

## WORKING WITH CHILDREN CHECK

### PHILOSOPHY

Mount Waverley North Primary School acknowledges that care must be taken in the appointment of staff and that there are potential risks in allowing visitors and volunteers into the school, including visitors who are members of students' families or members of the local community. The Principal is responsible for ensuring the safety and privacy of students at all times.

### PURPOSE

- To support the school in the effective management of staff and visitors on the school premises and to ensure they meet legal requirements.
- To assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking).
- To ensure teaching staff, non-teaching staff, visitors, consultants, contractors and volunteers approved to work with children meet legal requirements in accordance with the Working With Children Act.

### IMPLEMENTATION

- Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working with Children Check.
- Any staff member registered with VIT must provide a current copy of registration on renewal. A register of 'active' VIT card holders will be kept in a folder in the office. This folder is updated annually in September when all VIT registrations are paid.
- Any staff member registered with VIT seeking, permanent, contract or casual employment must provide a current registration before commencing.
- Any person whose duties usually involves or is likely to involve work in a school (paid or unpaid) is considered to be engaged in 'child related work' and must be compliant with the Working With Children Act.
- All non-teaching staff visitors and volunteers at Mount Waverley North Primary School are required to have, or have applied for, a Working with Children Check (WWC Check) to provide evidence of their suitability.
- If a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

The WWC Card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers

WWC Checks for paid employment can be used to show suitability for volunteer work

- If the applicant does not pass the check they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and cannot undertake 'child-related work' or work in The School.

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- In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.
- Non-teaching staff cannot commence work until they provide evidence of an 'active' WWC Check.
- The Business Manager is responsible for keeping an up to date register of all non-teaching staff's WWC Checks. An audit of all non-teaching staff's WWC Checks will take place in Term 4 each year. This will ensure that any WWC Checks expiring the following year can be attended to well before expiry and the commencement of the new school year. This register will be kept in the folder, and photocopies of current WWC Checks for non-teaching staff will be kept in a folder in the office.
- A current WWC Check will be included as part of the DET employment checklist.
- Volunteers can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- A register of 'active' volunteer WWC Check card holders will be kept in a folder in the office. This folder is updated with new volunteer WWC Check details as required throughout the year.
- At the beginning of each school year, the administration officer will check all current volunteer expiry dates and contact any volunteers who's expiry fall within the current school year. Updated WWC check information will then be recorded in the register and copies filed in the WWC Check folder.

#### RELATED POLICIES

- Visitors and Volunteers
- Camps and Excursions

#### RELATED LEGISLATION AND REFERENCES

- Working with Children Act 2005 and Amendments, October 2014
- Australian Privacy Principles, 12 March 2014
- Information Privacy Act 2000
- Working with Children Check Organisations Obligations:  
<http://www.workingwithchildren.vic.gov.au/home/about+the+check/what+the+check+means+for+you/or+organisations/organisations>

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